



GRANTS 101

GOCCP is the State Administering Agency for law enforcement, crime prevention, and victim services programs. Whether via direct allocation (mandated) or competitive awards, available funds are announced through a standardized solicitation known as a Notice of Funding Availability (NOFA). Throughout the year, NOFAs are posted on the GOCCP website:

<http://www.goccp.maryland.gov/>. These NOFAs contain guidance/requirements needed to apply for grant funding. NOFAs are crafted to support goals in Governor O'Malley's 3-year crime reduction plan.

Eligible applicants review posted NOFAs and use the GOCCP online application software to apply for grant funding. Upon completing the online process, the applicant generates hardcopies of their application and submits them to GOCCP with original signatures. To be considered for grant funding, applications must address the NOFA requirements/formatting and be submitted in a timely manner.

GOCCP conducts either an internal or outside peer review of all eligible applications. Based on the reviews, applications are ranked and final funding decisions are made. Successful applicants receive award documents detailing the processes for reporting program progress and financial expenditures. Grant funds are then distributed through quarterly reimbursements.

Grant Application Tips

Follow these tips to avoid common mistakes when applying for and submitting your grant:

COMMON MISTAKES

1. *Submission does not follow the application format; the narrative does not follow the outline defined in the NOFA*
2. *Budget entry errors including placing budget line items in the wrong category and requesting un-allowed budget items*
3. *Problems regarding fringe benefits*
4. *Someone other than the authorized official (or their designated signatory) signs the application documents*
5. *No signature pages/all signatures not included*
6. *Missing required attachments including MOUs, letters of support, etc.*

SOLUTIONS

1. *Read the grant NOFA carefully. Follow the application format and provide a detailed, accurate, and up to date narrative. Pay particular attention to any changes from previous years.*
2. *Refer to the NOFA for guidelines regarding where to place specific line items. The NOFA will also list any un-allowed expenses.*
3. *Fringe benefits should be broken out as a separate line item and cannot exceed 30% of the reported salary costs.*
4. *Only the authorized official or an alternate authorized signatory may sign the grant application*
5. *Both the Certified Assurances and Federal Anti-Lobbying Certification must be signed in blue ink by the appropriate agency representative and included with the application hardcopies.*
6. *Attachments including letters of support, MOUs, etc should be submitted with the hard copies of the grant.*



Applying for a Grant

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Step 1: Visit the GOCCP website

- <http://www.goccp.maryland.gov/>
- See what grant programs are available (NOFAs)
- Check back often

Notifications of Funding Availability (NOFA)

GOCCP is currently accepting grant applications for the following programs:

- [State Aid For Police Protection Fund \(SAPP\) - FY 2013](#)
- [Law Enforcement Training Scholarship Program \(LETS\)](#)

Step 2: Select a Grant Program

NOFA Information Page contains:

- Eligibility Requirements
- GOCCP Point of Contact
- Application Requirements
- Critical Dates

State Aid For Police Protection Fund (SAPP) - FY 2013

Status: GOCCP is currently accepting applications for this grant. All applications are subject to the grant application review process established by this office, in accordance with Federal laws and guidelines.

Eligibility: GOCCP is making monies available to be used by local law enforcement agencies to provide adequate police protection in subdivision and municipalities in the State of Maryland. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors.

Organization Number: Deadline to apply for an organization number is **September 22, 2011.**

Application Deadline: Online submission is due no later than **3:00PM on September 29, 2011.** Hard copy application, including original signature pages, must be received in our office no later than **3:00PM on Tuesday, October 4, 2011.**

Contact Person: Angela Carpintieri, Program Manager
Phone: 410-821-2847
Email: ACarpintieri@goccp.state.md.us

General Conditions: Review the [General Conditions](#). The General Conditions apply to all grants funded by GOCCP regardless of funding source.

Technical Details: On-line submission of application is required. You will need an [organization number](#) before submitting application. *Note: the interface for the online grant submission is NOT a function of the goccp.org website. Special software is used for grant submission (see below).*

Training/Technical Assistance: GOCCP staff is facilitating a technical assistance training session on Tuesday, September 13, 2011 at the Maryland Department of Transportation (MDOT), 201 Corporate Center Drive, Harry Hughes Conference Center, Suites 1, 2 & 3 (located on the grant floor), Hanover, MD 21076. **Attendance is mandatory, and online registration is required.**

Directions to MDOT

To register, follow the instructions at [Registration Home](#). Due to limited space, each organization may register no more than two (2) representatives.

Step 3: Apply for funding

- Login to an existing GMS account
- Set up a new GMS account
- Complete an online application
- Manage an existing award
- Application Requirements

Grant Application Video resolution 1600 x 900

Close Application State Aid for Police Protection Fund ? Help

I. Face Sheet II. Summary/Narrative III. Project Budget IV. Audit Req V. Feedback

A. Grant Program B. Applicant C. Implementing D. Officers E. Funding Summary F. Service Sites

Please check the grant program for which you are applying

- ☐ Baltimore City Community Policing
- ☐ Baltimore City Firearm Investigation Violence Prevention Program
- ☐ Baltimore City Foot Patrol
- ☐ Baltimore City Violent Crime Control Grant
- ☐ Body Armor for Local Law Enforcement
- ☐ Bullet Proof Vest Program
- ☐ Byrne - Justice Assistance Grant (JAG) Program
- ☐ Byrne - Justice Assistance Grant (JAG-SUPP)
- ☐ Local Law Enforcement Block Grant (includes LETS)
- ☐ Maryland Victims of Crime
- ☐ Postconviction DNA Testing Assistance Program
- ☐ Prince George's County Drug Grant
- ☐ Prince George's County Violent Crime Grant
- ☐ Project Safe Neighborhoods - District of Maryland Prosecution (Gun)
- ☐ Recovery Act S*T*O*P Violence Against Women
- ☐ Reimbursable funds from DHMH for SARC - Community Sexual Assault Prevent